

CREATIVE THESIS FORMATTING
for Table of Contents and for in-text headings

Follow the guidelines in the Graduate Thesis Handbook for page margins and numbering.

Font throughout: Times or Times New Roman, 12 point. In the actual creative text, other fonts and sizes may be used as appropriate for effect.

TABLE OF CONTENTS

Times or Times New Roman font, 12 point; not bold, not Italic, 12 point, left aligned; spacing as noted. Use Title Case (first letter of words capitalized except for articles and prepositions, unless they are the first word) or use the font formatting as it occurs in the piece (for example, a poem title that is all lower case). See sample for examples.

TABLE OF CONTENTS

Chapter	Page
I. Artist's Statement	1
(1 blank line)	
(Optional: A title page may be used for Chapter I as it is for Chapter II. See *)	
II. Creative Work: Title of Collection*	5
Story, poem, essay, etc. title	6
Story, poem, essay, etc. title	etc.
poem title, no caps	
Story, poem, essay, etc. title	
Etc.	
(1 blank line)	
Bibliography or Works Cited.....	etc.

* Due to the nature of the creative thesis, in the text this page will contain only the words Chapter II (line break) Title of Collection. The creative work will begin on the subsequent page. If a title page is used for Chapter I it would read Chapter I (line break) Artist's Statement.

THE TEXT PROPER

Chapter headings and section headings in the text shall be unranked, i.e., all will be in the same font as the text (Times or Times New Roman, 12 point, no bold, no Italics) unless other formatting is necessary for the creative work. Prose is double-spaced with a five-space indent for new paragraphs. No double-double spacing between paragraphs.

Prose

Titles of the individual pieces, chapters, or sections may be presented as appropriate to the piece. Consistency throughout the document is appreciated. If the piece, chapter or

section has no title, it should be listed in the Table of Contents as Untitled, however, the title line may be left blank in the text itself.

Each essay, story, or chapter, can begin on a new page or can continue on the same page as the previous piece. The title between the sections may be formatted as desired, but consistency should prevail throughout the thesis.

Poems embedded in prose text may be formatted as appropriate to the creative work.

Poetry

Poems may be titled, a first line may be repeated as a title, the word Untitled may be used in lieu of a title, or the title line may simply be omitted. However, in the Table of Contents, an untitled poem should be listed as Untitled.

If a poem is embedded in prose text, the author may format it any way she or he chooses. However, the formatting should be consistent throughout the text, when that is appropriate.

In general, each poem is identified with its title in Title Case (first letter of words capitalized except for articles and prepositions, unless they are the first word) unless other formatting is particular to the creative piece (such as a poem that uses no capital letters).

In general, each poem should start on a new page, unless imbedded in prose text.

SAMPLE T OF C

Table of Contents

Chapter	Page
I. Artist's Statement.....	1
II. Creative Work: Meeting Myrtle	18
First Lesson	19
Untitled	32
This Is Quite Enough of That	51
Highway Two.....	70
Bibliography or Works Cited	89

SAMPLE INTERIOR PAGES, CHAPTER II TITLE PAGE

Chapter II: Creative Work

Title of Your Work Here

(use page margins as stated in Graduate Handbook)

(text does not begin on this page)

SAMPLE INTERIOR PAGES, CHAPTER II TEXT

Title of Story, Essay, Chapter or Poem
(aligned center)

OR

Title of Story, Chapter, Essay or Poem
(aligned left)

If the piece has no title the heading Untitled may be used or the title line may be left blank.

The text itself may be formatted as desired by the writer, but the formatting should be consistent, and page margins should follow the Thesis Handbook. In general, prose is aligned left. A five-space indent is used between paragraphs rather than a double space, as in this example.

In general, poems should be centered on the page, although the individual lines should only be “aligned center” when appropriate for the poem.

Example of poem centered on the page:

Western wind when wilt thou blow,
The small rain does rain.
Christ if my love were in my arms,
And I in my bed again.

Anonymous

Example of poem centered on the page with lines “aligned center”:

Western wind when wilt thou blow,
The small rain does rain.
Christ if my love were in my arms,
And I in my bed again.

Anonymous

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